



## MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Statewide

09/26/2006

**Date Posted**

10/10/2006

**Notify Contact Person By**

Human Resources Specialist

**Job Title**

R04849

**Job Title Code**

District 6 / Human Resources Division

**District/Division/Office**

St. Louis Area

**Location of Vacancy**

11

**Salary Grade**

\$2,947.00

**Min. Monthly Salary**

Ron Hopkins

**Supervisor/Team Leader**

Ron Hopkins

**Contact Person (Name)**

hopkir

**(USERID)**

314 340-4112

**(Area Code/Telephone No.)**

**SAFETY-SENSITIVE JOB:**

YES

☐

NO

☒

**PHYSICALLY DEMANDING JOB:**

YES

☐

NO

☒

**Notice:** External applicants will be considered. This position will primarily provide assistance with employment & interviews

**Note:** Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.

### Job Summary:

The human resources specialist performs routine entry-level activities in regards to researching and developing recommendations concerning routine personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under direct supervision.

### Minimum/Required Qualifications:

Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

### Supervisory Responsibilities:

None

### Special Working Conditions/Job Characteristics:

Job may require occasional, statewide or out-of-state, overnight travel.

### Examples of Work:

- Recruits and pre-screens applicants, including affirmative action recruiting; provides general assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- Provides information on current policies, procedures, and guidelines as needed, assists supervisors on matters

related to the administration of personnel policies, regulations, and department programs to ensure uniform compliance.

- Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- Collects, researches, summarizes, and provides routine analysis of information and data related to personnel policies and human resources programs; prepares responses to questions or requests for information of limited complexity.
- Reviews information, data, and forms related to equal employment opportunity and affirmative action requirements; compiles data necessary for monitoring compliance and prepares related reports.
- Conducts compliance training and employee orientation programs.
- Performs other responsibilities as required or assigned.

**How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.**

**Missouri Department of Transportation  
Human Resources  
1590 Woodlake Drive  
Chesterfield, MO 63017-5712**

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**